

# RACINE CORRECTIONAL INSTITUTION

## VISITOR INFORMATION

### WELCOME

Racine Correctional Institution is located at 2019 Wisconsin Street, Sturtevant, Wisconsin. Wisconsin Street is located approximately 2-1/4 miles east of Interstate 94. The institution can be reached using either Highway 20 or Highway 11.

### VISITING HOURS / EXPECTATIONS

- There will be **no** visiting on the first non-holiday Monday of each month (Institution Training Day).
- **Gatehouse Closed Times:** The gatehouse will be closed at the following times every day: 12:00 pm-1:00 pm & 4:15 pm-5:00 pm.
- **Visitors must be in the institution before 7:30 pm.**

Inmates in **General Population** may have visits during the following times: Monday through Friday: 9:00 am-8:45 pm  
Saturdays, Sundays, Holidays: 8:00 am-8:45 pm

Inmates in a **Segregated Status** may have visits during the following times: Monday through Friday: 8:00 am-12:00 pm  
Saturdays, Sundays, Holidays: 8:00 am-4:00 pm

Status	Visits Per Week	Monday-Friday	Sat / Sun & Holidays
General Population	3 (3 Hours each)	9:00am-8:45pm	8:00am-8:45pm
Waukesha Unit - TLU	3 (1 Hour each)	8:00am-12:00 Noon	8:00am-4:00pm
Waukesha Unit - Program 1	1 (1 Hour each)	8:00am-12:00 Noon	8:00am-4:00pm
Waukesha Unit - Program 2	2 (1 Hour each)	8:00am-12:00 Noon	8:00am-4:00pm
Waukesha Unit - Program 3	2 (1-1/2 Hour ea.)	8:00am-12:00 Noon	8:00am-4:00pm
Waukesha Unit - Adjustment Seg.	1 (1 Hour each)	8:00am-12:00 Noon	8:00am-4:00pm
Administrative Confinement	2 (1-1/2 Hour each)	8:00am-12:00 Noon	8:00am-4:00pm

Visitors must be approved prior to entering the institution. Inmate visiting is on an even or odd policy. If the inmate's institution number ends in an odd number, his visitors can visit on odd numbered days and even numbers on even numbered days. Inmates may have only ONE visit in a single day. The visiting week starts on Wednesday and ends on Tuesday. Quarter return lockers are provided in the lobby for your use.

- Weekday visits are limited to three hours.
- Saturday, Sunday, and Holiday visits are limited to two hours.
- Visiting hours may be shortened if problems arise with the amount of space available for the number of visits.
- Those wishing to visit an inmate in segregation need to arrive at least an hour before the visit is to start so they can be processed in time.
- During counts, no visitors will be allowed to enter or leave the institution.
- Upon entering the institution, ALL visitors will be screened by the gatehouse staff
- All visitors to the institution will have their hand stamped.
- All items brought into the institution by inmate visitors will be screened.
- Everyone on the visit slip must enter and exit the institution at the same time.
- Persons not authorized to visit an inmate cannot remain on the state property. They must leave the institution vicinity. Persons failing to comply with this expectation will be reported to the local police.

### VISITING LISTS

Inmates may request that a potential visitor be added to their approved visitor's list. This will be completed prior to the visitor's entrance to the institution. In most cases, a prospective visitor must complete and return a questionnaire before visiting status is granted. Each person placed on the visiting list must remain on the list for six months from the date of approval, before he/she can be removed at the inmate's request. Inmates will be permitted to have twelve adult visitors on their list, regardless of their relationships.

Children of the inmate, or of the approved visitors, who are under the age of eighteen must visit with an adult from the approved visitor's list. Minor children will not be counted against the twelve visitors permitted on the list.

The maximum number of persons permitted on a visit is six adults and their minor children, not to exceed a total of twelve.

### IDENTIFICATION

All adult visitors, including minors age 16 or older, must provide a **current** form of identification. There will be **no exceptions** for expired ID's. The only acceptable forms of identification include:

- CURRENT STATE OF WISCONSIN DRIVER'S LICENSE
- CURRENT DEPARTMENT OF TRANSPORTATION PICTURE IDENTIFICATION CARD
- CURRENT PASSPORT
- CURRENT DEPARTMENT OF WORKFORCE DEVELOPMENT PICTURE IDENTIFICATION CARD
- CURRENT OUT-OF-STATE LICENSE OR STATE IDENTIFICATION CARD, IF RESIDING OUT-OF-STATE AT THE TIME
- CURRENT MILITARY IDENTIFICATION CARD (IF CURRENTLY IN ACTIVE SERVICE)

### INSTITUTION RULES

1. No food items may be carried into the institution. There are vending machines available in the visiting area. Institution personnel do not make change; change machines are provided.
2. Visits will take place at designated tables. In warm weather, visits are permitted outside of the visiting area. This must be requested prior to the start of the visit.
3. Packages will be checked at the gatehouse. Purses are not permitted into the institution and must be checked in the lockers provided in the gatehouse. (We recommend that purses and valuables be locked in your car). Coats may be worn from the gatehouse to the visiting room. Lockers are coin return operated and you need to use a quarter to lock them. A \$15.00 lost key fee is enforced.
4. Money cannot be brought into the institution for the purpose of giving it to the inmate. Money for inmates must be mailed in certified check or money order only, to the appropriate address (see "RCI Mailing Addresses" section).
5. In the event that a visitor arrives with an inhaler or nitro pills that may be needed during the course of the visit, they will be placed in an envelope and taken up with the visitor. The visitor is to give the medication to the officer in the visiting room to hold for them during the visit.
6. Cameras are not permitted.
7. Drugs, alcohol, and weapons are not permitted on state property or in the institution. Violators will be subject to prosecution.
8. Pets are not permitted, unless medically necessary.
9. Games are not to be brought into the institution.
10. Inmates are responsible for the behavior of their visitors.
11. **Parents are responsible for the supervision of their children.** Children should not be left unattended at any time. An adult must accompany any child leaving the visiting area; this includes being accompanied to the restroom.
12. During outside visiting, no blankets will be allowed, nor will inmates or visitors be allowed to sit on the ground.
13. Excessive displays of affection are not permitted. You may embrace and exchange a short kiss at the start and end of your visit only.
14. Hands must remain visible at all times.
15. Visitors may not make contact with or talk with any inmates near the fence area.
16. A maximum of five (5) photographs may be taken during each visit.
17. Only the following items may be brought in by visitors for inmates (items will be given to the gatehouse officer for later processing by the property department at the end of the visit):
  - Musical instruments and accessories – must have written approval of recreation staff.
18. Failure to comply with visiting rules may lead to termination of visits.

### ITEMS ALLOWED INTO VISITS

- A. Loose coins not to exceed \$30 (no paper money)
- B. Clear bag or small coin purse
- C. Comb or brush (No pick-end combs or hair picks)
- D. Jewelry
- E. Nitro Pills (upon entering the visiting area, give to visiting officer to hold)
- F. Inhalers (upon entering the visiting area, give to visiting officer to hold)
- G. Baby Pacifier
- H. Two Plastic Baby Bottles
- I. Diapers/Baby Wipes
- J. Sippi Cup
- K. Child Care Seat (non-tubular)

Note: Diaper bags are not permitted into the institution. Diapers, individual wipes, and plastic baby bottles should be carried in a clear, plastic bag.

**Segregation Visits:** No personal items are allowed into the institution for Segregation visits.

**Attorney Visits:** A briefcase containing only material pertinent to the inmate's case may be brought into the institution. Nothing may be left behind.

**RCI STRESSES A FAMILY ATMOSPHERE**  
**FOLLOWING IS A LIST OF ATTIRE THAT IS INAPPROPRIATE FOR VISITORS AND GUESTS**

- A. Transparent / translucent clothing.
- B. Shorts that are shorter than fingertip length: visitor standing naturally with arms straight down the side of the body with fingers extended.
- C. Skirts or dress slits shorter than fingertip length plus three inches, with hands down at the side.
- D. Strapless, tube, or halter tops or dresses.
- E. Dresses that have straps that you tie at the top.
- F. Tops which expose the midriff area (no bare skin at the belt line).
- G. Spandex or spandex-like and lycra and lycra-like pants (stretch pants, leotards, stirrups, etc. - nothing tight and stretchy).
- H. Underwear worn outside clothing.
- I. Clothing with revealing holes or tears or slits above fingertip level with hands down at your sides.
- J. Clothing or accessories with obscene or profane writings, images, or photos, and any clothing with alcohol advertisements on them.
- K. Bib overalls are not allowed.
- L. No gang-related clothing, shoes, logos or insignia.
- M. Hats / headgear are not allowed.

**METAL DETECTOR**

**All visitors will be required to clear a very sensitive metal detector, so dress appropriately.**

If for some medical reason you are not able to clear the metal detector, you must obtain a note from your doctor explaining the procedure performed and the reason for not being able to clear the metal detector. This is to be sent in to the institution, to the attention of the Security Director. (Be sure to include the name of the inmate you will be visiting.) It will then be verified with your doctor, which will allow us to be able to use the hand scanner to process you in to visit. **The note must be mailed in and approved prior to your coming in to visit.**

It is the responsibility of the person wishing to enter the institution to take the necessary steps to enable himself/herself to pass through the metal detector. **Persons will have a maximum of three tries to pass through the metal detector.** The officer will instruct you as to removal of required items, such as coats, hats, any kind of hairpins, hair clips, or barrettes. (These must be removed prior to passing through the metal detector so that the staff member can inspect them for contraband). This is done for your safety and ours.

In order to ensure the safety and security of this institution, all persons wishing to enter the institution, with the exception of Department of Corrections employees, Law Enforcement and certain Department of Justice Staff, are required to clear the metal detector.

**OFFICIAL VISITS**

Public officials, attorneys licensed to practice in Wisconsin, clergy, and others in performance of professional duties shall be permitted to visit on weekdays during regular business hours (8:00am to 4:30pm), unless otherwise approved by the Warden or designee. These visits must be set up at least 24 hours in advance. They will be private, but under staff observation. Attorney visits should be arranged between the attorney and the Records Department at ext. 1212. Clergy visits will be arranged with the chaplain.

**RCI MAILING ADDRESSES**

**STAFF:**

Racine Correctional Institution  
2019 Wisconsin Street  
Sturtevant, WI 53177-1829

**UPS PACKAGES:**

Racine Correctional Institution  
Inmate Name & DOC#  
2019 Wisconsin Street  
Sturtevant, WI 53177-1829

**INMATE CORRESPONDENCE ONLY (No Money Orders):**

Racine Correctional Institution  
Inmate Name & DOC#  
P.O. Box 900  
Sturtevant, WI 53177-0900

**MONEY ORDERS ONLY (No Correspondence):**

Racine Correctional Institution  
Inmate Name & DOC#  
P.O. Box 909  
Sturtevant, WI 53177-0909

9/20/04